

C-O-N-F-I-D-E-N-T-I-A-L

25X1A



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INSTRUCTION NO.



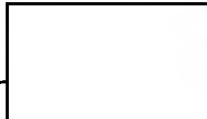
LOGISTICS

Revised 21 January 1964

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SUBJECT: Space Acquisition and Building Maintenance

REFERENCE:




~~Issued 27 December 1963~~

RESOLUTION:

~~dated 18 September 1963~~

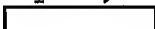
1. GENERAL

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This instruction implement  and sets forth responsibilities and procedures pertaining to the acquisition of space, building alterations and repairs, and related services by Office of Logistics components in the Metropolitan Washington area.

2. RESPONSIBILITIES

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a. *The Executive Officer*  
~~The Chief, Administrative Staff~~, is responsible for the acquisition of space, alterations, major repairs, and other services described in  for the Office of Logistics.

b. Chiefs of staffs and divisions shall be responsible within their jurisdiction for initiating requests for space, alterations, repairs, and other services described in the reference. Chiefs of staffs and divisions are also responsible for keeping to the absolute minimum requests for services that require reimbursement to GSA and other contractors, such as partition changes, telephone moves, installation or movement of electrical outlets, and map and picture framing. If alternate officers are designated by chiefs of staffs or divisions, their names will be submitted in writing to the Chief, Administrative Staff. ~~The Administrative Staff will assume responsibility for the office of the Director of Logistics.~~ EX D

c. All Office of Logistics components shall be responsible for continuing surveys to effect efficient and economical space utilization.

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GROUP 1

Excluded from automatic  
downgrading and  
declassification

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3. PROCEDURE

- a. Requests for minor building maintenance will be made by authorized officials, or their designated alternates (as specified in 2b above), to the Space Allocation and Facilities Branch, Logistics Services Division. Minor maintenance problems include replacement of electric light bulbs, leaking radiators, termites, plumbing, and venetian blinds repair.
- b. Building alterations, including the installation, removal, or re-location of partitions, shall be done only when operationally necessary and without regard to the sources of funds involved. Each request must be addressed to the Deputy Director for Support for approval and must be prepared for signature of the Director of Logistics. All requests should be routed through the Chief, Administrative Staff. Requests for alterations should be explained in detail, including the need for alteration, location of telephone and electrical systems, and plan of office layout. The Logistics Services Division will furnish assistance in the planning of office layouts and telephone systems upon request.
- one 25-000*
- Request for signature from 2620, he must be signed Services*

FOR THE DIRECTOR OF LOGISTICS:

Chief, Administrative Staff

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4. Request for space alterations including the installation, removal or relocation of partitions should be explained in detail including the need for the alteration. The Logistics Service Division will furnish assistance in the planning of office layouts and telephone systems.

Requests for alterations, major repairs and maintenance originating in the office of the Logistics will be forwarded to the Executive Office. Form 2620, Request for Logistics Services, may be used for submission of the above requests; the use of the form is optional.